



North Carolina Department of Health and Human Services  
**Division of Budget and Analysis**  
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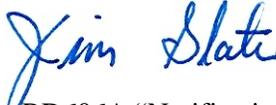
Michael F. Easley, Governor  
Dempsey Benton, Secretary

James B. Slate, Jr., Director

December 12, 2007

**MEMORANDUM 2007-13**

**TO:** Division Directors  
Budget Officers  
Grant Coordinators

**FROM:** Jim Slate 

**SUBJECT:** Revised Form BD606A "Notification of Application for Grant Funds/Awards"

Effective July 1, 2007, the State Budget Manual amended Section 3.12.1 - Application for Funds. The amended policy creates a revised form BD606A "Notification of Application for Grant Funds/Awards" to be completed by all Division/Offices when applying for federal or non-federal funds. Accordingly, the Department will use the new BD606A form required by Office of State Budget and Management. A copy of the new BD606A with and instructions for completing the form is attached. The Department requires signatures on the BD606A form as appropriate assurance for the Secretary of review, approval, and funding availability by the applicant Division/Office. Older versions of the BD606A form will no longer be used.

An electronic copy of the new form should be submitted to this office to Floyd Jones, Grants Coordinator thirty days prior to the grant deadline. A signed hard copy of the new BD606A should be included with the completed grant application and delivered to the Grant Coordinator fifteen days prior to the grant deadline. This procedure applies to all grant submission including: (1) grant applications, (2) contract and sub-contract proposals, (3) cooperative agreements, (4) state plans, (5) block grants, (6) state plan amendments, and (7) other requests seeking non-state funding.

The policy for the Department governing **Requests for Federal or Private Funds** may be found at: [http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-40/man/requests\\_for\\_federal\\_private\\_funds1.htm](http://info.dhhs.state.nc.us/olm/manuals/dhs/pol-40/man/requests_for_federal_private_funds1.htm)

Please forward copies of this correspondence to appropriate staff and direct any questions to Floyd Jones at 733-6831.

JBSjr:fj

cc: Dan Stewart  
Jackie Sheppard